

Digital Forms

Digital Forms Processing

Think about the different ways your organization receives data: mail, fax, e-mail, and the Internet. Wouldn't it be great if you had one system to capture and validate data — no matter the source?

Total data capture is available today with the Digital Forms add-on modules for TELEform. With a single system, you can now capture data from paper and Adobe PDF forms and HTML documents.

Only Cardiff Software offers a complete solution that will help you to put your Web data to work.

PDF+Forms



Adobe

Cardiff Software and Adobe Systems have teamed to provide professional form capabilities to users of Adobe Acrobat® 4.0 and the Adobe Portable Document Format (PDF).

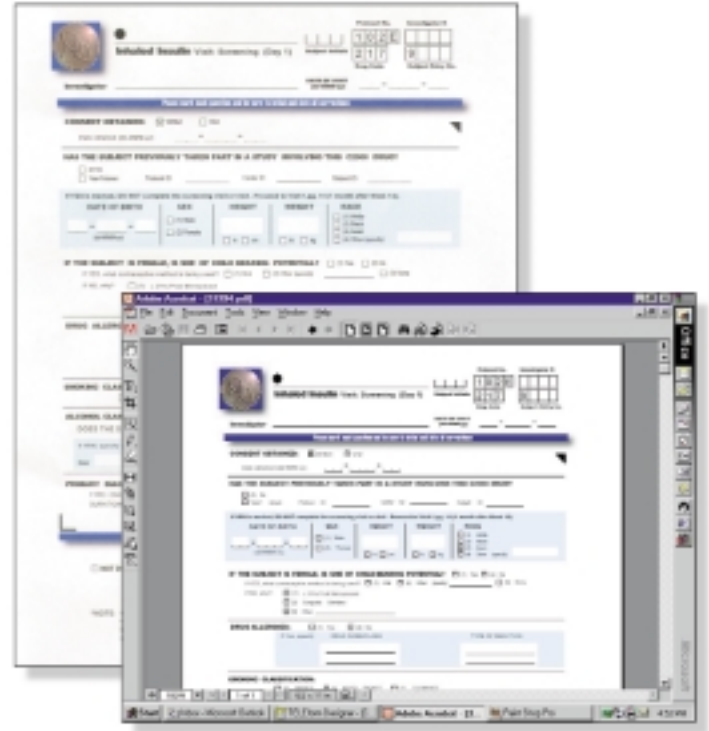
Introducing TELEform with PDF+Forms™, the first complete form design, data verification and processing system for PDF.

PDF Form Publishing

PDF+Forms works with the TELEform Designer Module, allowing any TELEform user to generate fillable forms as PDF. The Designer is also used to add point & click JavaScript rules to PDF forms, which enable client-side entry checking.

Better than HTML Forms

PDF+Forms creates standard PDF 4.0 files, which can be used within Adobe Acrobat or other PDF applications. PDF forms can be completed over the Web, using the popular Acrobat Reader. PDF forms look the same as paper forms, and they can



PDF+Forms is the de facto standard for using Adobe PDF as a data capture solution. Point & click form design, Internet publishing and automatic processing make PDF a compelling Digital Forms solution.

be distributed using Email or standard file transfer systems. PDF forms can also be partially completed and saved, without a live connection to a Web server.

The Paper-to-Digital Continuum

Forms created with PDF+Forms look identical online as they do when printed. This gives users the option to complete forms online, where data is collected automatically by TELEform, or print forms and complete by hand.

Data Collection with Adobe Acrobat

- Form design, publishing & processing for PDF
- Publish forms on Web, over email, on network
- Automatic data collection via remote submit
- Ability to print and fax

TELEform HTML+Forms Internet Solution

How HTML+Forms Works

The TELEform HTML+Forms™ Internet Solution works with TELEform to automatically collect data from forms posted on a Web site. The core of the solution is the TELEform Internet Server, which retrieves data from HTML forms using standard e-mail protocols including POP3 and MAPI.

The HTML+Forms Module also includes an HTML export function that converts paper forms into full-featured HTML forms. Standard graphics are converted into web-friendly gif or jpg formats. These forms can then be posted on an Internet/intranet site where visitors using standard Web browsers can fill out a form.

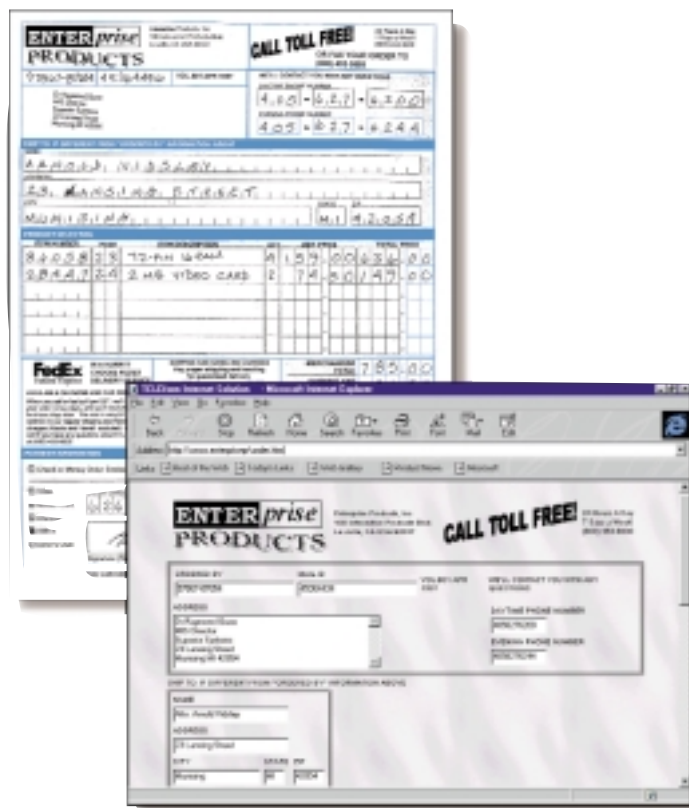
Data from completed forms is submitted with the click of a button and the information is instantly transmitted directly to the TELEform Internet Server. TELEform Reader sends this information directly into ODBC-compliant databases including: Access, Excel, FoxPro, dBase, Oracle, and SQL Server.

Data Validation

Several features in the HTML based forms help eliminate human error. Automatically generated Java scripts check for valid numeric ranges, character types, as well as entry required status on a field by field basis. Even dictionaries and databases associated with validations on a paper form are automatically converted into drop down menus on the HTML form.

With TELEform Designer you can specify 'entry required' and range checks at the field level. Each of these restrictions is translated into JavaScript code. The user gets immediate feedback for each field before incorrect data is transmitted.

HTML+Forms automates all of these validations, as a result, you don't have to be a programmer to create robust, web-enabled forms.



Forms created in the TELEform Designer module can be printed on paper or posted on a web site.

Data Collection for the Web

- Create HTML forms instantly
- Automatically collect data from your web site
- Collect data at first contact point
- Validate data at the point of entry
- Fast response to information
- Use standard Web browsers
- Single solution for paper/Internet forms

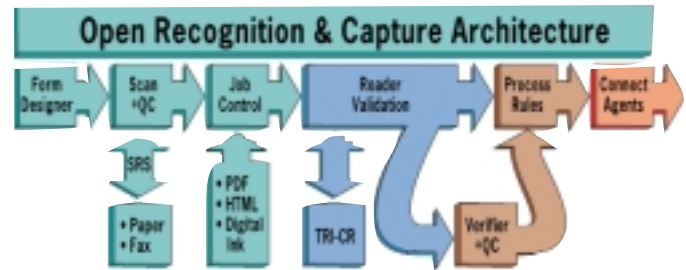
"The great thing about the TELEform Digital Forms modules is that we are able to use the same paper forms we always processed. Now they're on-line....no new training, no manual data entry...just a single system to collect data no matter how we get it."

PDF+Forms Module System Requirements

- Intel Pentium 133 or higher PC
- Windows 95/98, NT 4.0 or 2000
- 64 MB of RAM or more
- 150 MB available hard drive space
- VGA color monitor
- TELEform 6.1 Standard, Elite or Enterprise
- Adobe Acrobat or Acrobat Reader 4

HTML+Forms Module System Requirements

- Internet Server
TELEform Standard or TELEform Elite
Intel Pentium-based PC (133 or higher recommended)
64MB RAM or more
5MB available HD space
Windows 95/98 or Windows NT 4.0
TCP/IP (required network card or modem)
- Web Server
Windows 95/98 or Windows NT 4.0 or Perl
(for UNIX systems)
- Client
Microsoft Internet Explorer 3.0 or higher
Netscape Navigator 3.0 or
higher or compatible Web browser



TELEform is based upon the ORCA framework, providing a single pipeline for automatically processing forms and documents from any source.

Open Recognition & Capture Architecture

TELEform is based upon the Open Recognition & Capture Architecture (ORCA), an open framework that implements total data collection using industry standard hardware and software.

The ORCA framework provides:

- Comprehensive front-end services for paper, fax, HTML, and Adobe PDF,
- Complete middle-ware document capture, recognition and data verification services; and,
- Extensible back office connectivity agents with native support for data and document applications.

About Cardiff Software

Over 20,000 organizations have established Cardiff Software as the standard for information capture solutions. Cardiff products automate manual processes, saving money and increasing productivity within the organization. Cardiff Software compliments these products with comprehensive training, support, integration and consulting services, delivered through a network of Certified TELEform Resellers and Integrators worldwide.



Cardiff Software

The Standard In Total Data Collection

Cardiff Software, Inc.
3220 Executive Ridge Drive
Vista, CA • 92083 • USA
U.S. Toll Free 800.659.8755
Tel: +1 760.936.4500
Fax: +1 760.936.4800
www.Cardiff.com

Cardiff Software Europe
Halfacre Mews • 37 Halfacre
Brentford • Middlesex
TW8 8BH • United Kingdom
Tel: +44 (0)208.326.1100
Fax: +44 (0)208.326.1122
europe.Cardiff.com